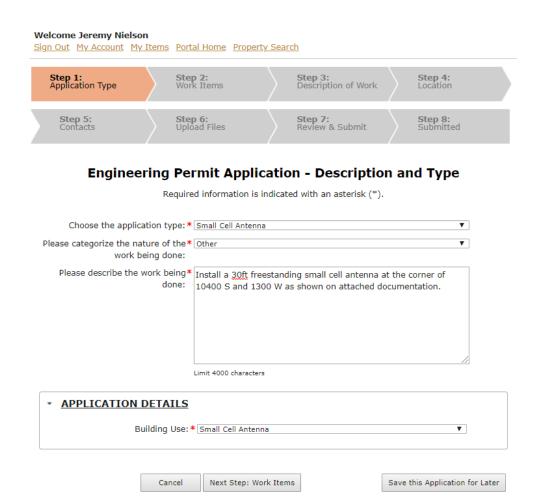
PROCESS TO SUBMIT SMALL CELL APPLICATION [updated 3/12/20]

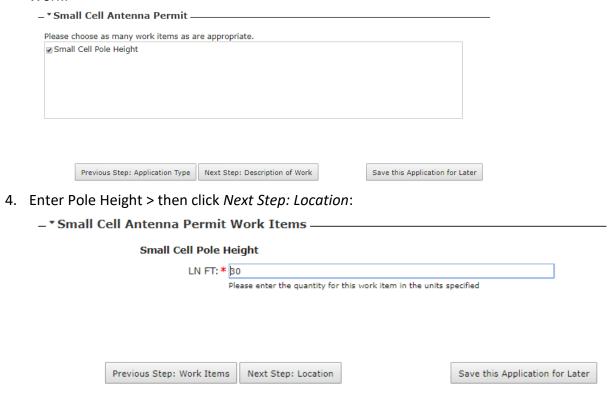
1. Go to: https://cityview.southjordanutah.gov/cityviewportal/ and click Apply for an Engineering Permit



2. Fill in all boxes for Step 1: Application Type (see below example) > then click *Next Step: Work Items*: **SOUTH JORDAN ONLINE PORTAL**



3. Check the box for *Small Cell Pole Height* on the Work Items page > then click *Next Step: Description of Work*:

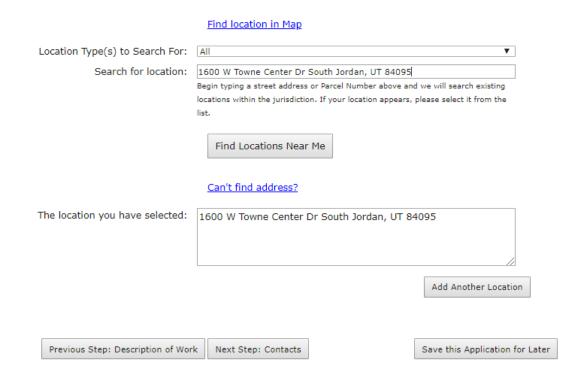


5. Enter the street address where the facility will be installed, if the location appears please select it from the list > then click *Next Step: Contacts*:

Engineering Permit Application - Location of Work Being Done

Required information is indicated with an asterisk (*).

A valid address or parcel number within the city limits must be provided. If you are applying to build on a recently subdivided property and the parcel number has not been assigned yet, please contact the city Building Department.



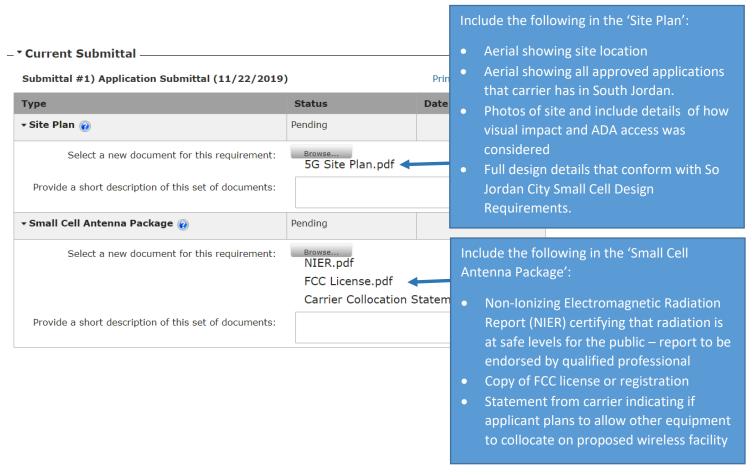
6. Enter Contact information for **both the Carrier and the Consultant** (if applicable) > then click *Next Step: Upload Files*:

Engineering Permit Application - Contacts

Required information is indicated with an asterisk (*).

	Туре	Contact	
	Property Owner	SOUTH JORDAN CITY, Address: 1600 W TOWNE CENTER DR	
	Applicant	Jeremy Nielson, Address: 1600 W Towne Center Dr	Include contact information for both applicant and carrier.
X	Utility Co	Verizon, Address:1600 W Towne Center Dr	

7. Upload Site Plan, NIER endorsement and FCC license as shown below > then click *Next Step: Review & Submit*:



8. Review application and click back if anything needs to be modified > then certify that design complies with the laws and ordinances governing this type of work (ensure that you have reviewed South Jordan City Small Cell Design Requirements- http://www.sjc.utah.gov/wp-content/uploads/2018/12/Small-Cell-Design-Guide-Rev-D.pdf) > then proceed with payment and final submission.

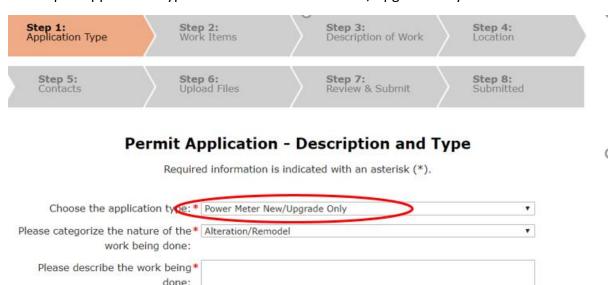
Summary of Shot Clock & Fees:

- Contractor must get an encroachment permit prior to starting any construction in the street.
 Encroachment permit will include review of traffic control plan and verification of insurance and bonds.
- Installation must be done within 270 days after application approval (otherwise application expires).
- Application is valid for 10 years.
- Permit fee is \$100 for each small wireless facility or \$250 for each freestanding installation. The system will automatically bill \$100 when submitting application, but then any balance remaining will be due prior to issuing final application approval.
- City will review application for completeness within 10 days
- City will approve or deny application within:
 - o 60 days for in-strand antenna
 - o 60 days for collocation of a small wireless facility
 - o 150 days for a new, modified or replacement utility pole
- If application is denied, carrier may cure deficiency within 30 days to avoid paying an application fee.

^{*} Please Note – once application and encroachment permit are approved, Applicant will also need to get a Building Permit to cover the new power meter connection (RMP will not hook up without this inspection). To do this, go to https://cityview.southjordanutah.gov/cityviewportal/



For Step 1: Application Type choose 'Power Meter New/Upgrade Only'



Then proceed through each step as prompted online. If you have any questions about this permit or the inspections, please contact the building department (Cory Day, Suzanne McArthur or Ty Montavo – 801.254.3742).